



**DEVELOPMENT SERVICES CENTER - PLANNING DIVISION**

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17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236  
Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

**Application and Filing Requirements  
for  
SIGN PERMIT OR COPY CHANGE**

**A. PURPOSE**

The Sign Permit process is intended to allow for the review and approval of plans for all signs by the City's Community Development Department. This process is required prior to the construction, maintenance, display or alteration of a sign pursuant to Section 18.76.030 of the Municipal Code.

**B. FILING REQUIREMENTS**

1. Complete Sign Application (see section C)
2. **Three (3)** sets of submittal plans (see section D)
3. Filing Fee

**C. SIGN APPLICATION**

**1. General Information**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

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**For office use only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Approved \_\_\_\_\_ Fees Collected: \_\_\_\_\_

**2. Project Information**

Name of Business \_\_\_\_\_

Street Address \_\_\_\_\_

Single Tenant Building ☐ Multi Tenant Building ☐\* Shopping Center ☐\*

\*Multi tenant buildings and shopping centers must conform to the Uniform Sign Program on file at the Planning Division. For information on specific Uniform Sign Programs, contact the Planning Division at (408)779-7248

Zoning \_\_\_\_\_

**3. Sign Information**

Length (lineal footage) of business frontage facing the street or drive aisle \_\_\_\_\_

Number of existing signs \_\_\_\_\_

Dimensions of existing sign(s) to remain

Existing Sign #1		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width _____	Area (sf) _____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

Existing Sign #2		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width _____	Area (sf) _____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

Existing Sign #2		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width _____	Area (sf) _____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

(use additional sheet if necessary)

Number of new signs proposed \_\_\_\_\_

New Sign #1		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

New Sign #2		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

New Sign #3		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

New Sign #4		
___Awning Sign	___Building Attached Sign	___Monument Sign ___Window Sign _____Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

#### **D. SUBMITTAL PLAN PREPARATION GUIDELINES**

1. All plans shall be submitted on **11" x 17"** sheets of paper (or as approved by the Community Development Department).
2. All plans shall be clear, legible and accurately scaled or dimensioned.
3. All plans for sign permits shall contain the following information:
  - a. Detailed elevation of sign(s) both new and existing, showing
    - Dimensions of sign
    - Color
    - Size and letter style of sign copy
    - Size and style of proposed logo
    - Sign materials
    - Method of illumination

## Sign Permit or Copy Change Application

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- b. Schematic building elevation showing
  - Dimensions of building frontage
  - Exact location of existing and proposed signage(Photo simulations may be submitted for sign copy changes)
- c. Site plan showing
  - Location of building attached signs (tenant space location)

For Monument signs show the following

- Exact location of proposed monument sign with setbacks to property lines
  - Easements
  - Dimensions of existing or proposed landscaping
  - Existing improvements to include, structures, parking area, planter areas, etc.
  - Height of sign – defined as the vertical distance, measured from the adjacent street grade or upper surface of the nearest curb of a street other than an elevated roadway, whichever permits the greatest height, to the highest point of the sign
- d. Installation detail showing cross section through the sign and specifications of hardware and materials.

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

If an agent of the legal owner is signing, a letter of authorization from the legal owner must be submitted with this application.